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OFFICE STAFF		OFFICE CODE	REQUEST DATE	APPROVAL DATE	CONTROL NO.	Page of Pages	
Office of Communications		V	22 July 1953	23 1953	398		
DELETIONS			ADDITIONS			NET CHANGE	ORGANIZATION
ORGANIZATION AND POSITION TITLE	SERIES & GRADE	POSITION NO.	ORGANIZATION AND POSITION TITLE	SERIES & GRADE	POSITION NO.	NEW BR. & DIV. TOTALS	CODE (Machine Records)
<u>Office of Communications</u> <u>Security Division</u> <u>Standards and Support Branch</u> <u>Office of the Chief</u>			<u>Office of Communications</u> <u>Security Division</u> <u>Standards and Support Branch</u> <u>Office of the Chief</u>				
Secretary(Steno)	GS-318-5	84	Clerk(Typing)	GS-301-5	773		
NEW OFFICE TOTALS			APPROVAL				
This change does not affect Office totals or ceiling.			T/O changes listed above are hereby approved. Please make changes on office records as necessary. Retain this authority until new machine printed T/O page(s) is received.				
25X1A9a			Chief, Class. & Wage Div.				

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Office Memorandum • UNITED STATES GOVERNMENT

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TO : Chief, Classification and Wage Division
ATTN : [REDACTED]

DATE: 20 July 1953

FROM : Administrative Staff, Office of Communications

SUBJECT: Re-allocation of Position

1. The Office of Communications requests that necessary action be initiated to re-allocate position V-84, Security Division, Standards and Support Branch, Office of the Chief, from Secretary-Steno, GS-318-5 to Clerk(Typing), GS-301-5.

[REDACTED]
Chief, Administrative Staff

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Duties of position were discussed with Mr. [REDACTED] Assistant Chief Security Division and incumbent in position is performing all duties outlined in the attached job sheet other than taking dictation. It was stated by Mr. [REDACTED] that in this Branch, which develops the Cryptographic Security Standards and Procedures regarding establishment and use of cryptographic Commo networks, such documents are quite detailed and lengthy and must be written in long hand and stenography. [REDACTED] is not a definite requirement of the position. In addition, Mr. [REDACTED] pointed out that incumbent possesses skills and qualifications for potential Commo Specialist (Crypto Commo Procedures) position and is performing basic training duties along this line. Note that effect has been included in sheet. Recommend allocation of slot to Clerk(Typing), GS-5 level.

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WMB
22 July 53

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KCT